AIR FORCE MATERIEL COMMAND INSPECTOR GENERAL
Maintenance Standardization and Evaluation Program and
Unit Compliance Inspection Checklist

Technical Orders   *01 Nov 01*

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

Note: This checklist is intended to be used in conjunction with the maintenance general practices checklist. It is not all-inclusive. It is applicable to all AFMC units/organizations.

Checklist Item	Yes	No	Total
General			
1. Has a Base, Unit, or Activity TODO been established? (T.O. 00-5-2, para 1-4.2.1)			
2. Are TODOs and TODAs, or custodian performing annual library inventories? (T.O 00-5-2, para 3-14.3.1)			
a. Are AFTO forms 110, part 3 in coordination with the T.O catalog, used to check currency of T.O? (para 3-14.3.1)			
b. Are annual library inventories documented? (para 3-14.5)			
3. Has the T.O library custodians received the required (J3AZR 2E066-007, T.O Account Custodian Course) training to perform their duties? (T.O. 00-5-2, para 1-1.3)			
4. Does the custodian maintain a collocated and current record of all T.Os on hand and on order? (T.O 00-5-2, para 1-4.2.4)			
5. Has a cross-reference sheet been developed to facilitate the location of all T.Os filed or stored away from the primary library? (T.O. 00-5-2, para 3-10.1.1)			
6. Are T.O. library custodians posting normal changes and required documentation? (T.O. 00-5-2, para 3-11.8)			
a. Are annotations being transferred from the old title page to the new title page i.e. SS-1, OS-1, COM SUP–12? (para 3-11.8.1)			
b. If an earlier change is missing, is the later change withheld until receipt of the earlier change, and is the title page annotated to reflect the missing change? (para 3-11.8.3)			
7. Are Operational Supplements (OS) and Safety Supplements (SS) correctly posted? (T.O. 00-5-2)			
a. Are Supplements documented on the front of the basic title page (i.e. SS, OS, and the number), and on the affected page/paragraph (SEE OS/SS#)? (para 3-11.9.2)			

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b. Are Safety and Operational Supplements posted in reverse numerical sequence in front of the title page of the basic manual (and any applicable TOPS title page)? (para 3-11.9.4)			
c. Are safety supplements posted in front of operational supplements? (para 3-11.9.4)			
8. Are TOPS data pages posted correctly? (T.O. 00-5-2 para 3-11.10)			
a. Are TOPS data pages facing the effected page? (para 3-11.10.3)			
b. Are TOPS pages posted in reverse numerical sequence? (para 3-11.10.2)			
c. Are LEP checks accomplished before posting TOPS to ensure the TOPS are correct and complete? (para 3-11.10.1)			
d. Are TOPS removed ONLY when listed in the supersede notice on the title page? (para 3-11.10.5)			
9. Is "FOR REFERENCE ONLY' permanently marked on the T.O. cover page for tech orders that are either superseded or obsolete but are still maintained in an active file? (T.O. 00-5-2, para 1-1.4.4)			
a. Are "For Reference Only" T.O.s **not** used with or on operational equipment?			
10. Are T.O. and ATOMS documentation correctly accomplished? (T.O. 00-5-2)			
a. Has the custodian posting the T.O. change or revision put their initials and date on the front or inside of the Title/LEP page? (para 3-11.5.2)			
b. Are annual List of Effective Pages (LEP) performed to verify the full contents of the T.O. and is proper documentation annotated to reflect this requirement? (para 3-14.4)			
c. Are LEP checks complied with prior to posting the change and is the LEP check annotated on the Title/LEP page with the person's initials and date? (para 3-11.5.2)			

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11. Are all T.O.s posted within five working days from the date received by custodian? (T.O.00-5-2, para 3-11.6)			
a. Are all TODOs distributing routine T.O.s to sub-accounts within two days after receipt? (para 6-3.4)			
b. Are urgent and immediate action T.O.s being distributed immediately? (para 6-3.4)			
12. Are all personnel using technical data to perform maintenance actions? (AFMCPD 21-1, para 2, AFIPD 21-3, para 2)			
a. Are users ensuring all T.O s/ technical data are accurate and current? (T.O 00- 5-1, para 2-3.1.3)			
13. Are ALL copies of T.O. extracts stamped with the reproduction date and the parent T.O.'s date and change number? (T.O. 00-5-2, para 1-1.4.4)			
a. Are T.O. extracts being utilized IAW local/MAJCOM limited time use period? (para 1-1.4.4)			
14. Is the classified T.O.'s safe secured/guarded? (AFI 31-401, para 5.11.2)			
15. At Center/Test Wings does the local Quality Assurance section have, at a minimum, T.O. files with methods and procedures T.O.s and a copy of ALL TCTOs pertaining to the equipment owned, operated, or maintained by the wing? (AFMCI 21-119, para 9.6.25)			